



County of San Diego

DEVELOPER DEPOSIT CUSTOMER SERVICE UNIT

5201 RUFFIN ROAD, SUITE B
SAN DIEGO, CALIFORNIA 92123-1666
858-694-2320 Phone

CHANGE OF OWNERSHIP REQUEST FORM

Authorization to Transfer (To be completed by Current Owner)

I, _____, hereby assign and transfer all rights and financial responsibilities for the following Developer Deposit accounts (this information is available on your developer deposit statement):

Account Reference # _____

Project Name _____

Effective Date _____

To:

New Owner Name _____

Address _____

City, State, Zip _____

Telephone _____

The current balance on this account is \$_____ (amount indicated on most recent statement).

I request the disposition of funds on deposit or funds owed to the County as follows (check applicable):

_____ I am transferring the current balance of my deposit on account to the new owner.

_____ I request a refund of the current balance on account.

_____ The new owner has accepted responsibility for the current amount owed to the County on this project.

_____ I understand the outstanding amount of \$_____ is my responsibility.

Authorized Signature: _____ Date: _____

Contact Phone: _____

Acceptance of Transfer (To be completed by New Owner):

I, _____, hereby accept financial responsibility for the above-mentioned Developer Deposit accounts from _____, effective _____.

Authorized Signature: _____ Date: _____

Contact Phone: _____

INSTRUCTIONS FOR CUSTOMER CHANGE OF FINANCIAL RESPONSIBILITY ON DEVELOPER DEPOSIT PROJECTS IN PROCESS WITH THE COUNTY OF SAN DIEGO

If you have a project under review by the County of San Diego and have submitted deposits with the County as payment for work on the project, and you are transferring ownership of the project to another party, you must do the following:

Current Owner

1. Complete and sign the upper portion of the Change of Ownership Request Form
2. Keep a copy for your records
3. Provide the original Change of Ownership Form to New Owner

New Owner

1. Complete and sign the lower portion of the Change of Ownership Request Form, indicating your acceptance of financial responsibility on the transferred project.
2. Complete and sign a Discretionary Project Application Form ([DPLU # 346](#)), indicating the person of financial responsibility and contact information.
3. Provide a \$500 deposit to open a new Developer Deposit account in your name, while any funds authorized are transferred from the Current Owner to the New Owner.
 - This deposit will be used against any charges to this account
 - If the funds on deposit are in excess of the total charges at the end of the project, the remaining funds will be refunded to the new owner after the project has been completed.
4. Return the original Change of Ownership Request Form, Discretionary Project Application Form, and the \$500 deposit to the address below.

Hand-deliver or mail all of the follow:

- Signed original Change of Ownership Form; and
- Signed original Discretionary Project Application Form ([DPLU # 346](#)); and
- \$500 Deposit

TO:

**Department of Planning and Land Use
Developer Deposit Customer Service Unit
5201 Ruffin Road, Suite B
San Diego, California 92123-1666**

If you have any questions about this process, you may contact the Developer Deposit Customer Service Unit at (858) 694-2320.